

**STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
DIVISION OF MANAGEMENT SERVICES  
BUREAU OF FISCAL SERVICES**

**ACCOUNTING POLICY**

TOPIC: Section 7--Payroll 10.0	EFFECTIVE DATE: 1/3/95
TITLE: Payroll-Related Deposits	REVISION DATE: 2/10/95
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**BACKGROUND**

There are three types of payroll-related transactions which result in a check being submitted to the Department of Health and Social Services. These are:

1. Reimbursement for salary overpayment;
2. Manual payment of employee share fringe benefits (life, health, retirement) when an employee is off the payroll;
3. Payments from the Wisconsin State Employee's Union to reimburse DHSS for time spent by department employees on union activities.

This bulletin describes procedures to be used by Department of Health and Social Services personnel in documenting and depositing these remittances. The procedures for all three transaction types are described in a single bulletin since several steps are the same for more than one transaction type.

**POLICY**

Payroll & Benefits Specialists and financial personnel in the Department of Health and Social Services shall deposit payroll related remittances in a timely manner, and process the appropriate transactions to insure proper maintenance of the employee's payroll records and fringe benefit coverage (if applicable).

**PROCEDURES**

The various procedural steps involved in processing these transactions are detailed in a supplemental bulletin, **Payroll 10.0 Supplement (Payroll-Related Deposits)**, available from Ken Thyberg (see contact person below).

**REFERENCES**

DOA *State Accounting Manual* and related WiSMART training materials  
*Central Payroll User's Manual*  
*Central Payroll On-Line User's Manual*  
DHSS *Accounting Policies and Procedures Manual*  
    **Cash and Check Handling 1.0 and 2.0**  
    **Receivables 3.0**

**CONTACT PERSON**

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